

# LEARNER FINANCIAL ACCOUNTS POLICY

## PLAIN LANGUAGE SUMMARY

### Policy Statement

#### *What is the policy?*

Learners pay part of the cost of their courses, programs, and other services at Bow Valley College. These payments include **tuition**, **fees**, and other payments. Learners must pay their money to the College on time.

**Tuition** is the money you pay to study at the College.

A **fee** is money you pay for other services.

Sometimes learners can get a refund for tuition or other fees. There are deadlines for getting refunds for tuition. Learners might not get all their money back because registering learners and making changes costs the College money.

### Purpose

#### *What is the policy for?*

This policy makes sure that learners pay the money they owe the College. It also makes sure that the process for handling payment, **overdue** accounts, and refunds is fair and equal.

When an account is **overdue** that means you owe money and your payment is late.

### Scope and Compliance

#### *Who does the policy affect?*

This policy is for all Bow Valley College learners and employees.

## Main Objectives

### *What are the goals of the policy?*

1. Responsibilities of the learner:
  - a. Learners are responsible for paying all the money they owe the College on time.
  - b. Learners are responsible for giving the College all important information. This includes quickly telling the College if you withdraw from, or quit, a course.
2. Responsibilities of the College:
  - a. The College must follow this policy fairly and equally.
  - b. The College must make sure that all transactions with student accounts are completed quickly and accurately.
  - c. The College must communicate with learners quickly and clearly.

## Definitions

**Annual schedule of deadlines for tuition and fees:** This schedule lists the dates when tuition and other fees are due. Other fees include **mandatory** and **third party** fees. The schedule also includes the **drop deadlines** for each term.

**Drop deadline:** This day is the last day you can quit a credit course or program and still get all of your tuition and mandatory fees back. You will not get your **confirmation deposit** back. To find out about third party fees, look at the **annual schedule of deadlines for tuition and fees**.

### **Fees:**

- **Application fee:** This is a fee required when you apply to College programs.
- **Confirmation deposit fee:** This is a deposit you pay when you confirm you will come to the College. If you attend the program, this fee goes toward your tuition. You do not get this fee back if you cancel registration or do not attend the program. This fee cannot be moved to a different intake (a different semester).
- **Mandatory fees:** These fees include Materials fees and Student Services fees.
- **Third party fees:** These are fees that you pay to the College that are given to other organizations. They include Student Association fees and Student Health and Dental Plan fees.
- **Tuition fees:** These are fees for courses.

- **Other fees:** These include any other fees or payments charged by the College. They can include Enrolment Services/Office of the Registrar fees, Library and Learning Commons payments, testing fees, etc.

**Learner:** A learner is someone who is registered at the College. The learner may be registered for credit or non-credit courses.